

Subject: Reminder – Graduation Rate Appeals Window Open

As a reminder, the Graduation Rate Appeals Window is open in the MSDS through Wednesday, September 14, 2016. Appealable graduation and dropout rates are available in the GAD Application.

During the Graduation Rate Appealable Rates Window, you may submit cohort requests in MSDS to address these issues:

- Incorrect Cohort Year, which may occur if a student was incorrectly reported in grades nine-12 and before the student was actually in ninth grade.
- Incorrect Cohort Status, which may occur if a student was incorrectly reported in a grade level that does not align with their cohort year.

Please note: in order for these requests to be approved, the student must subsequently be reported in a general collection or SRM in the correct grade.

These items can NOT be changed through a cohort request in MSDS:

- A change in Exit Status that would change the Cohort Status.
 - This must be done via SRM if the student was last reported in the current school year, or through a GAD audit finding, and if a student was last reported prior to the current year.
- A change in Cohort year, because the student was retained in the same grade level, or placed in a lower grade level due to being behind in credits, illness, or other reasons not related to incorrect reporting of grade level.
- A change in cohort status for a cohort year prior to 2014. Rates are no longer being calculated for these years and will not be updated.

Please review the *District User Guide to Reporting and Reviewing Graduation and Dropout Information* on the [CEPI MSDS Graduation and Dropout Information web page](#) under the “Manuals” section. The guide includes a suggested checklist, steps to review the Cohort reports, and steps to submitting corrections in the MSDS.